

INSTRUCTIONS FOR SUBMITTING AGENCY MEASURES FOR THE FY 2018 AND FY 2019 BIENNIUM

Introduction

Agencies may enter program measures for inclusion in the Governor's Budget in Detail for the FY 2018 and FY 2019 biennium.

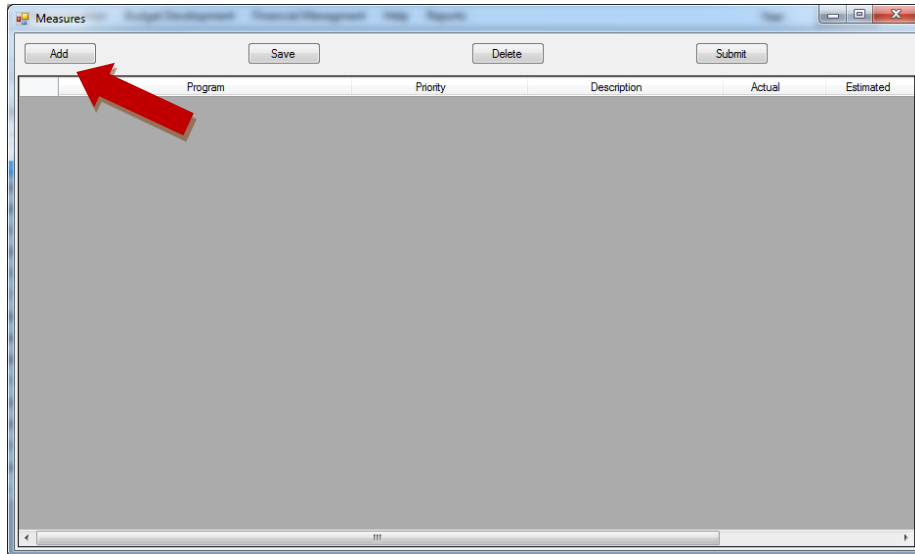
Accessing and Editing Agency Measures

1. Open and login to ABS. Select Biennial Budget from the Budget Development menu and click the Measures button.

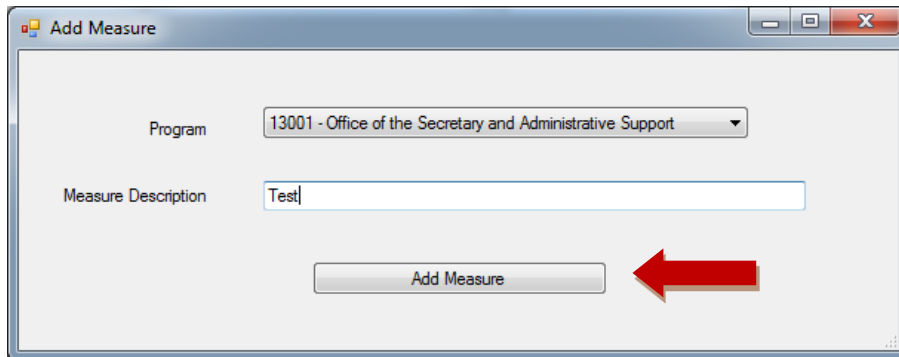
The screenshot displays the 'Automated Budget System - [Budget Baseline Main]' window. The 'Measures' button is highlighted with a red arrow. The interface includes a menu bar with 'Agency', 'Administration', 'Budget Development', 'Financial Management', 'Help', and 'Reports'. A 'Year' dropdown is set to '2017'. Below the menu bar, there are tabs for 'Baseline', 'Roster', 'Adjustments', 'Additional Funds', 'Capital', 'Equipment', 'Supplemental Budget Information', 'Measures', 'Narrative', 'Program Desc', 'Submit', and 'Unsubmit'. The 'Fund' dropdown is set to '11000 - General Fund'. The 'Submitted' status is 'Yes'. A table lists various budget items with columns for SID, SID Title, Actual, Apporpriated, Estimated, Year 1 Request, and Year 2 Request. The 'Total' row shows a sum of 258,021,569. The status bar at the bottom indicates 'Currently Selected Agency: OPM20000 - Office of Policy and Management'.

SID	SID Title	Actual	Apporpriated	Estimated	Year 1 Request	Year 2 Request
10010	Personal Services	11,244,905	11,390,132	11,390,132	11,390,132	11,390,132
10020	Other Expenses	1,482,066	923,822	923,822	923,822	923,822
12169	Automated Budget System and Da...	9,133	40,894	40,894	40,894	40,894
12251	Justice Assistance Grants	732,650	938,648	938,648	938,648	938,648
12535	Criminal Justice Information System	1,671,048	920,048	920,048	2,704,248	3,018,571
12573	Project Longevity	940,000	885,000	885,000	885,000	885,000
16017	Tax Relief For Elderly Renters	26,287,142	27,300,000	27,300,000	29,553,187	31,326,192
16066	Private Providers	0	0	0	0	0
17004	Reimbursement to Towns for Loss ...	71,356,484	66,730,441	66,730,441	66,730,441	66,730,441
17006	Reimbursements to Towns for Priv...	122,919,654	114,950,770	114,950,770	114,950,770	114,950,770
17011	Reimbursement Property Tax - Dis...	400,000	374,065	374,065	374,065	374,065
17016	Distressed Municipalities	5,549,100	5,423,986	5,423,986	5,423,986	5,423,986
17018	Property Tax Relief Elderly Circuit ...	20,505,900	19,176,502	19,176,502	19,176,502	19,176,502
17021	Property Tax Relief Elderly Freeze ...	94,756	112,221	112,221	65,000	65,000
17024	Property Tax Relief for Veterans	2,896,989	2,777,546	2,777,546	2,777,546	2,777,546
Total		266,089,827	251,944,075	251,944,075	255,934,241	258,021,569

2. The Measures window opens. Click the Add button to enter and add a measure.



3. The Add Measure window opens. Select a Program, enter a Measure Description and click Add Measure.



4. A measure is created. You may edit the Priority, Description and the Actual (FY 2016), Estimated (FY 2017), Year 1 (FY 2018), and Year 2 (FY 2019) values. The priority field allows you to sort the measures in the order you choose. Click the save button to save any changes you have made.

The screenshot shows the 'Measures' application window. At the top, there are buttons for 'Add', 'Save', 'Delete', and 'Submit'. Below these buttons is a table with the following columns: Program, Priority, Description, Actual, Estimated, Year 1, and Year 2. The first row of the table contains the following data: Program: 13001 - Office of the Secretary and Administrative Supp..., Priority: 0, Description: Test, Actual: 100, Estimated: 100, Year 1: 100, and Year 2: 100. The 'Year 2' cell is highlighted in blue.

Program	Priority	Description	Actual	Estimated	Year 1	Year 2
13001 - Office of the Secretary and Administrative Supp...	0	Test	100	100	100	100

5. Measures can be deleted by selecting the desired row and clicking the delete button.

The screenshot shows the 'Measures' application window. At the top, there are buttons for 'Add', 'Save', 'Delete', and 'Submit'. Below these buttons is a table with the following columns: Program, Priority, Description, Actual, Estimated, Year 1, and Year 2. The first row of the table contains the following data: Program: 13001 - Office of the Secretary and Administrative Supp..., Priority: 0, Description: Test, Actual: 0, Estimated: 0, Year 1: 0, and Year 2: 0. A red arrow points to the 'Delete' button.

Program	Priority	Description	Actual	Estimated	Year 1	Year 2
13001 - Office of the Secretary and Administrative Supp...	0	Test	0	0	0	0

- Click the Submit button when you are finished and ready to submit measures to OPM. Note that submitting measures will lock this window, so do not submit the measures until they are final.

The screenshot shows a window titled "Measures" with a toolbar containing "Add", "Save", "Delete", and "Submit" buttons. A red arrow points to the "Submit" button. Below the toolbar is a table with the following data:

Program	Priority	Description	Actual	Estimated	Year 1	Year 2
13001 - Office of the Secretary and Administrative Supp...	0	Test	100	100	100	100